

# LIPOS Out of Region (OOR) Admission Form

Today's Date: \_\_\_\_\_

EHR #: \_\_\_\_\_

## Client Information

1. First Name: \_\_\_\_\_ 2. MI \_\_\_\_\_ 3. Last Name \_\_\_\_\_

In rare circumstances, Emergency Services staff may not be able to access a bed at a local hospital that has a LIPOS contract with our region (HPR II), or Emergency Services staff may be notified that a consumer will be placed in an out of region hospital following a TDO and commitment facilitated by an out of region CSB for whom LIPOS funds will be requested. An Emergency Services clinician may then need to work with a hospital that has a LIPOS contract with another region if placement within Region II at a contracted LIPOS hospital or NVMHI cannot be arranged.

Please check that all criteria for Out of Region Placement have been met:

- ☐ Hospital provides LIPOS Services within its region
- ☐ Hospital has agreed to provide services at the same rate that they receive from their local region  
The agreed upon rate is \$ \_\_\_\_\_  
(OOR per diem rate cannot exceed HPR II contract rates)
- ☐ Hospital has been notified that \_\_\_\_\_ days have been authorized, and the HPR II discharge planner must approve any additional days.
- ☐ Hospital has been notified that HPR II's Contract requires discharge with 2 weeks of medication which is included in the per diem rate.
- ☐ Hospital has been notified that transportation is not reimbursable by LIPOS funding. Transportation for the admission and discharge have been discussed, including the role of law enforcement.
- ☐ Hospital has been notified that they will be contacted by a member of the purchasing department of the Fairfax/Falls Church CSB to complete a contract without which they cannot be paid.

## Hospital Information:

Hospital Name: \_\_\_\_\_

Hospital Address: \_\_\_\_\_ Full Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for selecting a LIPOS Hospital out of region (briefly describe the reason): \_\_\_\_\_

Total Number of within HPR II private bed purchase facilities called \_\_\_\_\_

IMMEDIATELY email Cindy Koshatka, [Cynthia.Koshatka@fairfaxcounty.gov](mailto:Cynthia.Koshatka@fairfaxcounty.gov) and Wendy Ford, [Wendy.Ford@fairfaxcounty.gov](mailto:Wendy.Ford@fairfaxcounty.gov), of the Regional Projects Office, so that Fairfax County Contracts Management can establish a purchase of services agreement and set up payment. NOTE: The Hospital can not be legally paid without a contract.

CSB Supervisor who approved the use of LIPOS funds Out of Region \_\_\_\_\_